



**NEW HOMES IN YOUR NEIGHBORHOOD PROGRAM**  
**Department of Community and Economic Development**  
**100 N. Jefferson Street, Room 608**  
**Green Bay, WI 54301**



**PROGRAM GUIDELINES**

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**The New Homes in Your Neighborhood Program offers an exciting opportunity for new construction on existing neighborhood infill properties owned by the Redevelopment Authority (RDA) of the City of Green Bay. The program provides FREE lots and grant funding to construct single-family units for owner occupancy.**

**Eligibility:**

- Individual(s) or developer(s) who complete(s) the RDA application process and fulfill the requirements outlined below.
- No income restrictions on individual(s) or developer(s) building or occupying the home.
- Applicant(s) may not have any open property complaints and must not have had any citations within the prior year in the City of Green Bay.
- RDA reserves the right to deny any application based on the applicant's ability to provide adequate information, as determined by the staff of the City of Green Bay.

**Requirements:**

- Final structure must be an owner occupied, single-family unit. (Attached townhomes are eligible if each unit is owner occupied.)
- Design and character must fit that of the existing neighborhood.
  - Final design, site plan and construction proposal must be approved by RDA.
- Applicant is responsible for all construction costs including, but not limited to, surveys and permits.
- Structure must be inspected by City Building Inspectors and deemed code-compliant upon completion.
- Any construction started prior to transfer of property may disqualify applicant from the program. Applicants are advised to not start work until project is approved and funded.
- Project must be completed within one (1) year of the date of transfer of the property.

**Grant opportunity:**

- Each parcel in the program is eligible for a grant of up to \$25,000. (Amount of grant dependent on proposed need.)
- Terms of grant provided to applicants is as follows:
  - Forgivable recorded, second mortgage loan at zero percent (0%) interest
  - No interest, no payments.
  - Loan will be given at closing of construction loan and can be utilized at first construction draws
  - Mortgage will be satisfied upon receipt of Certificate of Occupancy. (\$30 recording fee paid by applicant.)

- If applicant fails to complete project or is unfinished after 1 year from the date of transfer of land and second mortgage, the loan will be called due with payment in full and land will be returned to RDA.

**Process:**

- Applicant(s) must apply for a 60-day planning option to complete their due diligence in obtaining finalized construction plans, securing financing and completing any other necessary research pertaining to the project.
  - Once approved by City of Green Bay staff, applicant(s) is/are to submit a \$500 deposit in the form of a cashier's check made out to the "Redevelopment Authority of the City of Green Bay."
  - Deposit will secure the chosen property for the applicant(s) during the planning option period.
- Upon expiration of the 60-day planning option, or any extension thereof, applicant(s) must submit a final proposal to City of Green Bay staff to be evaluated and presented to the RDA with a recommendation for final approval of a development agreement.
- Once a development agreement with the RDA is approved, the planning option is considered fulfilled and the \$500 deposit will be returned to the applicant(s).
  - If the applicant(s) fail(s) to enter into a development agreement with the RDA, the deposit will not be returned.

**To apply:**

Review PROJECT GUIDELINES, then complete APPLICATION FORM and AUTHORIZATION FORM and submit signed forms to:

**Department of Community and Economic Development  
Ken Rovinski, Real Estate Specialist  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301**

**OR**

**Email to: [kennethro@greenbaywi.gov](mailto:kennethro@greenbaywi.gov)**